

# Iowa





**Entered the Union**  
1846


**Population (est. 1994):**  
2,829,000  
Rank: 30/50


**Land Area (square miles):**  
96,003  
Rank: 23/50


**State Historical Records Coordinator:**  
Gordon O. Hendrickson, State Archivist  
State Historical Society of Iowa  
600 East Locust, Des Moines, IA 50319  
Telephone: (515) 281-8875

ARCHIVES AND RECORDS PROGRAM	FINANCES 
<b>State Archives Established:</b> 1906 position of State Archivist established 1978 <b>State Records Management Initiated:</b> 1974 <b>Archives Placement</b> Department of Cultural Affairs, State Historical Society of Iowa, Des Moines Bureau, State Archives Unit <b>Records Management Placement</b> Department of General Services	<b>Total State Govt Expenditures (1993):</b> \$7,197,879,000 <b>Total Budget, State Archives (FY 1994):</b> \$252,000 See "Notes" section, below, for program elements included in budget and FTEs. <b>Percent of Total State Expenditures Allocated to Archives</b> (Records Management not included): 0.004 % State Archives funding has decreased over last 2 years.



STAFFING		
<b>State Government FTEs (1992):</b> 47,354		
<b>Archives FTEs (1994):</b> Total 5		
	<b>Number of Archives FTEs per 1000 State FTEs:</b> 0.11	
	<b>Average earnings for all full-time state employees</b> (Oct. 1992): \$34,740 per year	
	<b>Salary ranges for entry level professionals</b> Archivist \$25,563-31,382	


HOLDINGS				
<b>State Archives</b>				<b>Records Center</b> No report received.
Paper records	Government	19,700	cu. ft.	
	Nongovernment	2,000	cu. ft.	
Microfilm (total no of rolls)		56,500	rolls	
Computer-generated		1	reel	
Photographs		200,000	items	
Maps, blueprints		4,000	items	
Newspapers		3,400	cu. ft.	


ACCESS TO RECORDS IN STATE ARCHIVES		
<b>Reference services provided (FY 1994)</b>		<b>Arrangement and description activities (FY 1994)</b>
<b>State Archives</b>		No activity reported.
Individual daily visits	709	<b>Nonelectronic finding aids</b> available at State Archives describe 45% of holdings at record group level and 45% at series level.
Mail requests	307	
Telephone requests	494	
Reference activity has been relatively stable over last 2 years.		
<b>Services provided free of charge:</b>		
Use of reference room		
<b>Services provided for a fee:</b>		
Answers to in-state and out-of-state mail requests		
Photocopies and faxes of documents or finding aids		
Typed certified copies or exemplifications		
Commercial use of documents/photos		
No new fees have been instituted in last 2 years.		

FACILITIES 	
<b>State Archives Facilities</b> (owned by State Historical Society of Iowa) Constructed: 1987 Total storage capacity: 26,100 cu. ft. Percent now occupied: 96% Will be full within 5 years No construction planned Existing environmental controls (NFPA standards): 100% year-round temperature controls 100% year-round humidity controls 100% fire detection 100% fire suppression	<b>State Records Center</b> No report received.

SERVICES TO STATE AND LOCAL GOVERNMENT AGENCIES	
<b>Technical assistance provided by State Archives (FY 1994):</b> No activity reported.	<b>Services to state agencies and local governments:</b> Training and consultation State Archives may accept original records from local governments as a repository of last resort.

MICROGRAPHICS 	PRESERVATION POLICIES AND SERVICES 
The Department of General Services provides centralized micrographic services in Iowa.	<b>Preservation activities by State Archives (FY 1994)</b> 100 cu. ft. of materials rehoused The Library within the State Historical Society of Iowa has a preservation officer and employs a trained, full-time conservator. The State of Iowa is developing a statewide preservation plan under an NEH grant..

AUTOMATED APPLICATIONS 	
<b>State Archives uses the following automation applications:</b> Finding aids Word Perfect, Paradox Accessioning Word Perfect, Paradox Inventory control Word Perfect, Paradox Correspondence Word Perfect, Paradox Bookkeeping Business office uses state system and Paradox	<b>Electronic Mail</b> State Archives can communicate within the agency using an agency-wide system, but is not yet connected to government-wide system. NASIRE reports that a government-wide e-mail system is nearly implemented.

ELECTRONIC RECORDS 
No activity reported.

## RECORDS-RELATED LEGISLATION, REGULATIONS, AND GUIDELINES



### Definition of a record

1974 regulation

Revision in progress to include electronic records.

### Public's right to access to government records

provided in statute.

### Restrictions to specific classes of records

provided, no time limits set.

### Permanent paper standards

None

### Optical imaging standards

None

### Admissibility of microfilm

Statute

### Admissibility of optical images

County officials authorized to use.

### Admissibility of electronic records

None

### Theft/defacement of a public record

1974 statute

### Replevin

None

## INFORMATION POLICY AND INFORMATION INFRASTRUCTURE INITIATIVES

### Information Resources Management

Assigned to Information Services Division in Department of General Services. State Archives is not active in state's IRM work; no report from Records Management.

### Information Policy Coordination

No formal Information Policy structure in Iowa state government

### Government Information Locator Service

No activity reported

### Electronic Access to Government Information and Services

NASIRE and NGA report that Iowa is implementing a kiosk system for information on jobs, recreation, state government, recycling, retirement, etc.

NGA reports that a statewide interactive telecommunications network provides voice, video, and data services to schools, colleges and universities, hospitals and physician clinics, libraries, and state and federal agencies.

Iowa Legislature

<http://www.legis.ia.gov/>

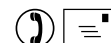
## SHRAB ACTIVITIES



During the last two years, the IHRAB conducted a survey of local repositories in Iowa, participated in the NEH-funded statewide preservation plan, initiated legislation to clarify the custody of records held by the state archives, and acted as the review panel for Historic Resource Development Program grants. In fulfilling this last responsibility, the IHRAB has awarded more than \$200,000 in grants to local organizations to preserve, protect, and provide access to important historical resources.

The IHRAB meets regularly, at least four times each year, to discuss grant applications, legislative initiatives, statewide and strategic plans, and the like.

## FOR FURTHER INFORMATION



### State Archives

Gordon O. Hendrickson, State Archivist

State Historical Society of Iowa

600 East Locust, Des Moines, IA 50319

Telephone (515) 281-8875 Fax: (515) 282-0502

## Notes

The State Records Management office did not respond to the FY1994 NAGARA/COSHRC Joint Survey. The statistics given in this report, therefore, reflect only that activity reported by the State Archives.

### Program elements included in Archives budget and FTE figures:

The state archives budget figures include most of the core elements found in typical state archives programs (appraisal, accessioning, processing, archival description and reference, and training), with the exception of records scheduling.

The FY1994 state archives funds include income from fees for services and grants in addition to appropriations

### Abbreviations/Acronyms

COM	Computer output microfilm
COSHRC	Council of State Historical Records Coordinators
FTEs	Full time equivalent staff positions
SHRAB	State Historical Records Advisory Board
N/A	Not available
NAGARA	National Association of Government Archives and Records Administrators
NASIRE	National Association of State Information Resources Executives
NGA	National Governor's Association
NHPRC	National Historical Publications and Records Commission
RLIN	Research Libraries Information Network
SHRAB	State Historical Records Advisory Board

## Sources

Unless otherwise specified below, all information in this profile was provided by the State Archives and/or Records Management offices in the state. Most 1994 data was collected on the Joint Survey administered by the National Association of Government Archives and Records Administrators (NAGARA) and the Council of State Historical Records Coordinators (COSHRC). Additional information was collected from state-issued newsletters and publicity materials, the NAGARA newsletter, *Clearinghouse*, and interviews with state personnel.

Contact for the COSHRC report: Gordon O. Hendrickson, State Archivist, State Historical Society of Iowa, 600 East Locust, Des Moines, IA 50319. Telephone: (515) 281-8875.

Estimated State Population (July 1, 1994):

Estimates were published in the Census Bureau newsletter, *Census and You* (January 1995): 3. The numbers include Armed Forces personnel residing in each state.

State Government Finances, Employment, and Earnings Data:

U.S. Bureau of the Census, State Finances: 1993, Public Employment: 1992.

Number of local government units: U.S. Bureau of the Census, 1992 Census of Governments, *Government Organization*.

E-mail and Information Policy and National Information Infrastructure

NASIRE, "Development of the National Information Infrastructure: Issues of State and Local Governments," Issue Focus Report (April 1994):9, 15; NGA, "Technology Inventory," *Government Technology* ((May 1995): 36-40, National Assn of State Directors of Administration and General Services, "Survey of Technologies Accessible to State Agencies," *Government Technology* (May 1995): 52, "Internet Connections to State Government," *Government Technology* (May 1995):62.